

USDA – NRCS

South Carolina American Indian/Alaska Native

Special Emphasis Program

PLAN OF WORK 2009



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PLAN OF WORK

2009

OBJECTIVES

- ❖ **Objective 1 – Learn roles and responsibilities**
 - Learn the roles and responsibilities associated with serving as the American Indian/Alaska Native Special Emphasis Program Manager and on the Southeast American Indian Workgroup.

- ❖ **Objective 2 - Serve**
 - Serve as the principal liaison between the American Indian/Alaska Native Special Emphasis Program and American Indian employees in the state.

- ❖ **Objective 3 - Interact**
 - To maintain and create relationships with other organizations and interest groups in order to obtain information on employment trends and equal opportunity problems.

- ❖ **Objective 4 - Inform**
 - Advise the Deputy Equal Employment Opportunity Officer (DEEOO), through “chain of command”, on matters affecting the employment and advancement of American Indians.

ACTION PLAN

❖ Objective 1- Learn Roles and Responsibilities

- Learn the roles and responsibilities associated with serving as the American Indian/Alaskan Native Special Emphasis Program Manager and on the Southeast American Indian Workgroup (SEAIW).
 - Participate in any available training and learning opportunities available to better understand program duties and responsibilities.

❖ Objective 2 - Serve

- Serve as the principal liaison between the American Indian/Alaska Native Special Emphasis Program and American Indian employees in the state.
 - Participate in the development and implementation of affirmative action program plans
 - Serve as a communication link between employees and the National American Indian/Alaska Native Special Emphasis Program Manager, keeping employees aware of activities through memoranda, bulletins, newsletters and other appropriate means.

❖ Objective 3 - Interact

- To maintain and create relationships with other organizations and interest groups in order to obtain information on employment trends and equal opportunity problems.
 - Serve as a member to the State's Civil Rights Advisory Committee, and other committees that benefit the advancement of the American Indian/Alaska Native Special Emphasis Program agenda.
 - Serve as a local representative at state, regional and national meetings concerned with American Indian/Alaska Native Special Emphasis Program issues.
 - Perform other duties related to the American Indian/Alaska Native Special Emphasis Program as identified by the Deputy Equal Employment Opportunity Officer, National Managers and Civil Rights Advisory Committee, as appropriate.
 - Serve as a member and participate in bi-monthly teleconferences with the Southeast American Indian Workgroup.
 - Participate in monthly teleconferences for the American Indian/Alaska Native Special Emphasis Program Managers.

❖ **Objective 4 - Inform**

- Advise the Deputy Equal Employment Opportunity Officer (DEEOO), through “chain of command”, on matters affecting the employment and advancement of American Indians.
 - Develop and/or coordinate the development of the American Indian/Alaska Native Special Emphasis Plan of Work which is incorporated into the State’s Civil Rights Advisory Committee, Plan of Work.
 - Assist in the development and distribution of a Civil Rights Advisory Committee poster to all offices.
 - Assist in the distribution of the 2009 American Indian Heritage Month Poster.
 - Send out correspondences to all employees during November, which is American Indian Heritage Month.